

**External - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

---

**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Business Standards

**Bureau:** Office of Legal Services

**Date Posted:** 07/07/2008

**Job Category:** Legal

**Position  
Number:** 66266501

**Position Title:** ADMINISTRATIVE RULES SPECIALIST

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$30,306.00 to \$37,883.00

**Salary Unit:** Year

**Additional Salary Info:** Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 5

**Closing Date:** 07/22/2008

**Supplement  
Required:** Yes

---

Applications must be received by 5:00pm on the closing date.

**Apply to your Local Montana Job Service Center**

**- OR -**

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

---

**Special Information:**

For further information about DLI agency and job application materials see:  
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental

options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

This position is assigned to the Office of Legal Services Business Standards Division Legal section and is responsible for developing and/or updating of Administrative Rules. This position drafts Administrative Rules from raw data, converts ideas into understandable formats, reviews and analyzes information to ensure conformity and consistency with legislative enactments, identifies and articulates the basis for proposed rule changes, identifies and organizes related concepts into clear and logical order, identifies gaps in logical or procedural matters and drafts material to fill those gaps, summarizes public comments, identifies all significant points raised, and drafts responses for agency management.

**Competencies:**

Must have knowledge and ability to use knowledge within a reasonable time on the job of Administrative Rules Process, hearings process, Montana Administrative Procedures Act (MAPA), and legal issues regarding administrative rules and statutes as they affect the Business Standards Division. Must have knowledge of correct rule writing processes and procedures including researching authority and implementation process, and principles and practices of research and analysis. Requires advanced skills in written and verbal communication. Must have the ability to research federal and state statutes as well as statutes and rules of other states; and research issues, draw conclusions, summarize and explain findings. Work requires competencies in attention to detail; communication; decision-making and problem solving; integrity; planning, prioritizing and goal setting, and relationship management.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

Requires a combination of education and experience equivalent to Bachelor degree in Paralegal studies or a related field that requires academic research, analysis, and writing and one year of directly related experience or five years of progressively responsible work in a job whose primary purpose is writing, reviewing, filing, and coordination of Administrative Rules.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1

for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. List of References and Resume
4. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.

\*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

\*\*\*If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

#### **Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Please detail the amount of time and level of experience you have with administrative rule-making processes.
2. Please detail the amount of time and level of experience you have performing research and analysis.